



Human Resources

DATE POSTED: January 20, 2006

REQ. # 06-011

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, FL 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 01-20-2006 TO 01-26-2006, but will remain open until filled.

DEPARTMENT/DIVISION
CENTRAL SERVICES

POSITION AVAILABLE
MAINTENANCE FOREMAN

OF OPENINGS
1

STARTING SALARY
\$14.36 / hour

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 793
PAY GRADE: 16
SALARY: \$14.36 - \$22.07
MAINTENANCE FOREMAN

MAJOR FUNCTION: Working foreman who directs a crew of skilled and semi-skilled employees doing various maintenance and construction activities within the County.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Considerable knowledge of the standard practices, methods, tools and material of the maintenance trades. Knowledge of safety rules and safe operation procedures.

Abilities: Ability to plan and assign the work of crews engaged in a variety of maintenance and light construction work. Ability to collect and analyze data in order to make recommendations on technical matters. Ability to establish and maintain effective working relationships with subordinates, supervisors and the general public. Ability to maintain records and prepare reports. Ability to schedule personnel to maintain maintenance operations. Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of St. Lucie County's ethics and conflict of interest policies. Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.

ESSENTIAL JOB FUNCTION: Supervises and participates in skilled and semi-skilled maintenance work. Establishes or adjusts work procedures to meet schedules using knowledge of the capabilities of workers and equipment. Receives and evaluates work orders for repair and maintenance assignments; edits as necessary. Analyzes and resolves work problems or assists working in solving problems. Maintains time and material records. Performs related work as requested or assigned. Must be able to work overtime. Will be #1 contact person to respond to fire alarms for various County buildings.

ESSENTIAL PHYSICAL SKILLS: Sufficient physical strength and agility and freedom from disabling defects to do heavy manual labor. Very frequent light lifting (30 lbs. or less), frequent heavy lifting (30+lbs.) Use of both hands and fingers with dexterity. Good vision and hearing with or without correction.

ENVIRONMENTAL CONDITION REQUIREMENTS: May be required to work outside under adverse weather conditions of cold, heat, humidity and rain.

WORK HAZARDS: Many maintenance tasks may require the use of power tools, heavy lifting (30+lbs.) Working around heavy equipment and using various types of chemicals. May be required to clean up accidents or spills.

SAFETY EQUIPMENT USED OR NEEDED: Eye and ear protection. Protective clothing.

EDUCATION: Graduation from high school or possession of an acceptable equivalency diploma. A comparable amount of training or experience may be substituted for the minimum qualifications.

EXPERIENCE: Five (5) years experience in the Building Trades.

LICENSE, CERTIFICATION, OR REGISTRATION: Possession of a valid Florida driver's license. Good driving record.

Union ✓	Non-Union	Exempt	Non-Exempt ✓
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